January 31, 2012

TO: All Department Chairs and Program Directors  
FROM: Paul E. Hertz, Acting Provost and Dean of the Faculty  
RE: Nominations for Teaching Awards

Excellence in teaching is a goal for all faculty at Barnard. Special achievement in teaching is recognized each year by honoring a few individuals whose teaching is found to be exceptional. The teaching award nomination process has been opened so that Barnard faculty members can nominate another faculty member or themselves for one of the awards listed below. Accordingly, a “Call for Nominations for 2012 Teaching Awards” is going out to all faculty. Faculty members are being asked to send the name of the faculty member they wish to nominate along with a one paragraph support statement to the chair of the faculty member’s department by FRIDAY, FEBRUARY 24, 2012.

As has been our practice since spring 1999, the review process will begin in divisional meetings of chairs. Department and program chairs will hold these divisional meetings to review and select nominees for teaching awards during the second hour of the Chairs Meeting to be held on WEDNESDAY, FEBRUARY 29, 2012. The list of divisions, along with this year’s “convener” is attached to this memo.

Department chairs will be expected to present and comment on all nominations received, including those generated from within the department, for the entire division to review. If a department chair cannot attend, s/he should designate another person from the department to attend on February 29. If a department chair is nominated or wishes to be considered as a nominee, the chair should recuse her/himself and ask someone else in the department to attend.

Following the February 29 meeting, for the nominee(s) agreed upon by each division, the chair (or her/his designee) of the nominee’s department will be responsible for preparing and submitting the required materials for review by the ATP no later than FRIDAY MARCH 30, 2012.

Nominations should include a 2-3 page letter by the department chair (or designee) focusing on teaching and advising. Documentation should also include the following:

• names and enrollments for courses taught (usually for last 5 years); (send email request to Gwen if this is not readily available in your office.)
• numerical summaries of course evaluations with comparisons to others in the department or comparable evidence; minimally answers to questions on “overall evaluation of instructor” and “overall evaluation of course”;

• unredacted student comments from a sample of courses taught in last 5 years;

• up to 2 course syllabi.

Please do not solicit student letters. A c.v. is not required.

Nominations, which are due in the Provost’s Office on Friday, Friday March 30, 2012, will be reviewed by the ATP, joined by Dean of Studies Karen Blank. Award recipients will be announced at the May 7 faculty meeting and awardees will be honored at the Commencement brunch on May 14, 2012.

The teaching awards are:

I. The Gladys Brooks Faculty Excellence in Teaching Award
This award, established at Barnard in 1989 by the Gladys Brooks Foundation, is bestowed annually to recognize considerable individual achievements of assistant professors at Barnard.

II. The Teaching Excellence Award
The College has been bestowing a Faculty Excellence Award, designed to recognize any full-time faculty member who has made a difference in the teaching climate of the college.
2012 Rotation of Chairs/Directors for Teaching Award Nominations

Faculty Divisions:

Division I
Architecture
Art History
Dance
English
Music
Theatre

Division II
Biological Sciences
Chemistry
Environmental Science
Mathematics
Physical Education
Physics and Astronomy
Psychology

Division III
Division III
Anthropology
Economics
Education
History
Political Science
Sociology
Urban Studies

Division IV
Asian and Middle Eastern Cultures
Classics
French
German
Italian
Philosophy
Religion
Slavic
Spanish and Latin American Cultures
Women’s Studies

According to our practice of rotation, the following department chairs are asked to convene the meeting for the divisions listed above:

Division I  Jonathan Reynolds
Division II  John Glendinning
Division III  Nadia Abu El-Haj
Division IV  Erk Grimm

The Divisional Meetings will take place on Wednesday, February 29, 2012 at the Department Chairs’ Meeting in Sulzberger Parlor.
If you cannot attend, please designate someone else in your department to attend in your place!